

The United Reformed Church

## Roles which require a DBS check within URC



**GOOD  
PRACTICE 6  
S3**

	Enhanced with barring information		Enhanced without barring information		Basic check	No checks	New and five-year renewals to be actioned by
	Adults	Children	Adults	Children			
<b>Ministers</b>							
Ministers, stipendiary/ NSM and Church Related Community Workers – active (including active retired) see here for definition	✓	✓					Ministries office
Ministers, stipendiary/ NSM and Church Related Community Workers – non-active						✓	Ministries office
Ministers of other denominations employed by the URC	✓	✓					Ministries office
Others in special category ministry posts	✓	✓					Ministries office
Ministers and CRCWs in training	✓	✓					Ministries office
Synod appointed lay pastors, local leaders and interim ministers	✓	✓					Ministries office
<b>Preachers and worship leaders</b>							
People who preach regularly (four times per year or more)			✓	✓			Local church
URC Synod (Locally Recognised) Lay Preachers (including those in training)			✓	✓			Synod

	Enhanced with barring information		Enhanced without barring information		Basic check	No checks	To be actioned by
	Adults	Children	Adults	Children			
URC Locally Recognised Worship Leaders (including those in training)			✓	✓			Synod
URC Assembly Accredited Lay Preachers (including those in training)			✓	✓			Ministries office
<b>Trustees and Elders</b>							
Serving Elders			✓	✓			Local church
Authorised Elders**			✓	✓			Local church
United Reformed Church trustees or Elders as local church trustees, registered charities providing regulated activities for children or adults at risk			✓	✓			Local church
Synod Trustees			✓	✓			Synod
United Reformed Church Trustees					✓		Ministries office
<b>Safeguarding roles</b>							
Church Safeguarding Coordinators, Lead/ Primary contact and Deputy/Joint	✓	✓					Local church
Synod Safeguarding Officers or other safeguarding designated professionals	✓	✓					Synod

	Enhanced with barring information		Enhanced without barring information		Basic check	No checks	To be actioned by
	Adults	Children	Adults	Children			
<b>Roles working with children</b>							
Children's workers (under 18s), paid or voluntary, stewards and drivers in roles involving regulated activity with children and young people*		✓					Local church
Children's workers (under 18), voluntary or paid, in roles not involving regulated activity				✓			Local church
Children's and youth (under 25) workers (voluntary or paid), stewards and drivers in roles involving regulated activity with children*		✓	✓				Local church
Children's and youth (under 25) workers (voluntary or paid), not involving regulated activity			✓	✓			Local church
Children and adults worker (voluntary or paid) involving regulated activity with children*		✓	✓				Local church
Children and adults worker (voluntary or paid) not involving regulated activity			✓	✓			Local church
Children and Youth Development Officer*		✓	✓				Ministries office
General Assembly/ Church House staff who undertake regulated activity with children and youth (under 25)*		✓	✓				Ministries office

	Enhanced with barring information		Enhanced without barring information		Basic check	No checks	To be actioned by
	Adults	Children	Adults	Children			
General Assembly/ Church House staff working with children and youth (under 25), not involving regulated activity			✓	✓			Ministries office
<b>Roles with adults at risk</b>							Ministries office
Adults at risk workers (voluntary or paid), elders and pastoral and personal care visitors where the role includes direct feeding, physical care, assistance with financial matters, or driving to medical or social care appointments	✓						Local church
Adults at risk workers (voluntary or paid), elders and pastoral care visitors where the role does not include personal care, assistance with finances or driving to medical or social care appointments			✓				Local church
General Assembly/ Church House staff who undertake regulated activity with adults at risk	✓						Ministries office
<b>Administrative/ financial/practical roles</b>							
Church Administrators (or equivalent working from a Church Office)					✓		Local church
Church treasurers or equivalent					✓		Local church

	Enhanced with barring information		Enhanced without barring information		Basic check	No checks	To be actioned by
	Adults	Children	Adults	Children			
Church caretaker and cleaners or equivalent					✓		Local church
Synod treasurers/ Synod Finance Officer or equivalent					✓		Synod
Synod administrator/ PA/Office manager/ Admin Assistant or equivalent whose role involves safeguarding administration					✓		Synod
Safeguarding Administrative Assistant (Church House)					✓		Ministries office

Checks are required for anyone in these roles aged 16 or over.

On occasion there may be a role within URC not mentioned above but falling within the criteria of Regulated Activity as defined by the Safeguarding Vulnerable Groups Act 2006 amended by the Protection of Freedoms Act 2012. In these instances please liaise initially with your Synod Safeguarding Officer to determine what level of check is required and who the check should be actioned by.

\* A check of the adult barred list is not required unless a worker is carrying out regulated activity with those aged 18 and over.

\*\* Authorised Elders – it has been the practice of the United Reformed Church to authorise elders and lay preachers occasionally to preside at the sacraments of communion and baptism.